



# City of Santa Barbara

## DESIGN REVIEW

### APPLICANT SUBMITTAL CHECKLISTS

Project Address: \_\_\_\_\_ MST: \_\_\_\_\_

Application for Design Review by: ☐ Architectural Board of Review (ABR)  
☐ Historic Landmarks Commission (HLC)  
☐ Single Family Design Board (SFDB)

What year was the oldest structure on site built? \_\_\_\_\_

#### I. Required Design Review Triggers Analysis Checklist

The purpose of this checklist is to verify that Design Review is required for a particular project. If it appears that Design Review is not required for a project, please check with Planning Staff to verify why the project is exempt. **Check the appropriate boxes listed below for each category that is applicable.**

#### DEMOLITION REVIEW STUDY AREA/POTENTIAL HISTORIC DISTRICTS

If a project is located in a potential historic district or in the Demolition Review Study Area, then the project will be reviewed on a case-by-case basis for a historic assessment to be completed by the Urban Historian and may require review by the ABR, HLC, or SFDB.

- ☐ Lower Riviera Survey Area – “Bungalow Haven District”
- ☐ West Beach Survey Area
- ☐ Demolition Review Study Area (applies to buildings over 50 years old)

#### ARCHITECTURAL BOARD OF REVIEW (ABR)

A project is subject to review by the ABR if a building permit is required (except for non-residential exterior color changes) to construct, alter, or add (including subdivision grading plans not in single-family zones, grading permits, or vegetation removal permits) to the exterior to any of the following types of development:

- ☐ Non-Residential Building
- ☐ Multi-Residential Building
- ☐ Two or more units on any non-single family zoned property.
- ☐ Mixed-Use Building
- ☐ City-Owned or Leased Property
- ☐ Highway 101 Improvements
- ☐ Proposal to change the exterior color of a non-residential building (ABR required even if Building Permit is not required.)

#### HISTORIC LANDMARKS COMMISSION (HLC)

A project is subject to review by the HLC if the project proposes any exterior changes to any building or lot located in any district designated as historic or potentially historic:

- ☐ El Pueblo Viejo (Part I or II)
- ☐ Brinkerhoff Avenue Landmark District
- ☐ Riviera Campus Historic District
- ☐ Designated Historic Resource (*City Landmark, City Structure of Merit, National Register of Historic Places, National Historic Landmark, California Historic Landmark*)
- ☐ Potential Designated Historic Resource
- ☐ Referral Based on Historic Assessment
- ☐ Lower Riviera Survey Area “Bungalow District” or West Beach Survey Area or in the Demolition Review Study Area (See above)

## SINGLE FAMILY DESIGN BOARD (SFDB)

A project is subject to Single Family Design Board (SFDB) review if a building permit is required (except for retaining walls or grading) to construct, alter, or add to the exterior of a structure on a lot with one single-family residential unit or related accessory structures IN ANY ZONE and:

### **Special Districts**

- ☐ Located in the Mission Area Special Design District (within 1,000 ft. of EPV II) (SBMC§22.69.020.B.1)
- ☐ New development only in the Lower Riviera Survey Area – Bungalow District (SBMC§22.69.070.E). Existing development is reviewed on a case-by-case basis (SBMC§22.69.020.B.1 and SBMC§22.69.070)
- ☐ Located in the Hillside Design District AND the average slope of the lot or building site is 20% or greater; (SBMC§22.69.020.B.2)
- ☐ Located in the Hillside Design District and, on any slope, the replacement of an existing roof covering with a roof covering of different materials or colors (excluding “like for like” re-roof) (SBMC§22.69.020.B.2)

### **Building Height And Floor Area**

- ☐ If the building is taller than one story or taller than 17’ in height (measured from natural or finished grade, whichever is lower) (SBMC§22.69.020.C.1, .2 & .3).

#### **Exceptions:**

- a) Alteration on the first floor below 17’ only.
- b) Proposed construction is one story, under 17’ tall, and does not significantly alter a second floor (see illustration examples available at the public Planning and Zoning Counter).
- c) Any combination of a. or b., above.
- ☐ Net floor area of all stories of all buildings on the site (including garages and carports) will exceed 4,000 square feet (SBMC§22.69.020.C.4).
- ☐ Modification to exceed maximum floor area is required (SBMC§22.69.020.C.5).

### **Previous Approvals/Construction**

- ☐ Design Review was previously required in the past two years (from Certificate of Occupancy); or if the cumulative scope of work from permits in the past two years will trigger design review (SBMC§22.69.020.J)

### **Walls and Balconies**

- ☐ Construct, alter, or add a deck or balcony on the second or higher floor (including roof decks) that will be greater than 3’ deep or 7’ wide (SBMC§22.69.020.C.6)
- ☐ Walls, fences, or gates 3.5’ or greater in height located in any portion of the front yard, excluding those along interior lot lines. (SBMC§22.69.020.C.8)
- ☐ Retaining walls anywhere on a site 6’ or greater in height (SBMC§22.69.020.C.7)
- ☐ Retaining walls located on a lot or building site with an average slope of 15% or greater; (SBMC§22.69.020.G.1)
- ☐ Retaining walls located on a lot adjacent to or on a lot that contains an ocean bluff; (SBMC§22.69.020.G.2)
- ☐ Multiple retaining walls with a combined height of 6’, that are not separated by either a building or 10’ of horizontal distance (SBMC§22.69.020.G.3)

### **Other**

- ☐ Installation of a manufactured home, mobile home, or factory built home (SBMC§22.69.020.C.9)
- ☐ Relocation in whole or in part of a single family residential unit (SBMC§22.69.020.C.10)
- ☐ Subdivision grading plans – *in single family zones only* (SBMC§22.69.020.D)
- ☐ Grading on a vacant lot in a single family zone (alone or in combination with other work). (SBMC§22.69.020.E)
- ☐ Grading outside the main building footprint of more than 50 cubic yards in the Hillside Design District or more than 250 cubic yards in other areas. (SBMC§22.69.020.C.11)
- ☐ Vegetation removal permit (SBMC§22.69.020.F)
- ☐ Parking exception for two uncovered spaces is requested (SBMC 28.90.100.G.1.c)



# City of Santa Barbara

## DESIGN REVIEW APPLICANT SUBMITTAL CHECKLISTS

Project Address: \_\_\_\_\_ MST: \_\_\_\_\_

### II. Required Plans & Photos Checklist

The purpose of this required applicant checklist is to verify that all required Design Review photos and plans information is submitted for a particular project so that a preliminary zoning plan check can be performed and the item can be agendized for design review.

#### Instructions:

1. Check the appropriate boxes listed below for each category that is applicable. Provide the sheet number where each group of items can be found.
2. Sign the end of this checklist, verifying that all of the items required for submittal have been provided and that the applicant understands that incomplete applications may be halted and returned to the applicant.
3. Turn in this checklist as well as the required Design Review triggers analysis with your application and any other required forms listed on page 8 of this packet.

A.	<b>Photographs:</b>	<b>Sheet Number:</b> _____ <b>or, Check box if on separate papers:</b> <input type="checkbox"/>
	<input type="checkbox"/> <b>Photos of the entire site</b> including each elevation of the building/s & street view of property, labeled.	
	<input type="checkbox"/> <b>Photos of Surrounding Neighborhood Area &amp; Streetscape, labeled</b> (includes adjacent property structures and structures across the street, as viewed from the street).	
	<input type="checkbox"/> Two photos per page maximum, legible and mounted on paper that folds to 8 ½ "by 11".	
B.	<b>Plans – General</b>	<b>Sheet Number:</b> _____
	<input type="checkbox"/> <b>Number of sets.</b> Appropriate number of sets. (3 sets for Full Board, 1 for Consent)	
	<input type="checkbox"/> <b>Sheet size <u>minimum</u></b> 18" x 24", although a 24" x 36" recommended. (¼" scale plans or larger are preferred, if feasible.)	
C.	<b>Scope of Work &amp; Vicinity Map</b>	<b>Sheet Number:</b> _____
	<input type="checkbox"/> <b>Scope of Work</b> present and includes:	
	<input type="checkbox"/> <b>All work proposed</b> as part of the project, including any proposed demolition, addition, remodel or site work activities, <b>any enforcement case abatement work</b> , listing any enforcement case number with corrective actions, and cubic yards of grading (cut & fill).	
	<input type="checkbox"/> Square footage totals for demolition & new proposals.	
	<input type="checkbox"/> <b>Vicinity Map</b> showing accurate location & relationship to surrounding streets and lot pattern	
D.	<b>Project Statistics</b>	<b>Sheet Number:</b> _____
	<input type="checkbox"/> The list of project statistics on page 8 of the Design Review Submittal Package is <b>required</b> to be shown on all development and building permit applications. Optional project statistics forms are available for use on-line and in a Counter handout, or applicants may display statistics as they choose as long as all of the required statistical information is clearly provided.	

**E. Site Plan Details****Sheet Number:** 

- ☐ **Scale** ☐ **North arrow**
- ☐ **Complete property lines** ☐ **Public Right of Way Easements** (if applicable)
- ☐ **Topography lines** (req'd for Hillside Design District lots)
- ☐ **Structure(s) and use(s):** location of all existing, demolished, and proposed
- ☐ **Parking:** location of all existing, demolished, and proposed
- ☐ **Footprints of adjacent structure(s)**
- ☐ Setbacks from property lines to all building(s), structure(s), and parking on the property
- ☐ **Open Yard Area** for Single Family Zones. For Multiple Units or Mixed-Use show **Open Yard Area & Private Outdoor Living Space**
- ☐ **Trees proposed to be removed:** indicate with an "X" through them, species and size indicated
- ☐ **Paved/concrete surfaces:** Show quantity of all non-permeable & permeable surfaces (s.f.)
- ☐ **Drainage pattern flows:** Show location of all site drainage flows, devices and downspouts
- ☐ Distance between all buildings (existing & proposed)
- ☐ Fences & wall locations & heights (existing & proposed)
- ☐ Dimensions: property and all building(s), structure(s), and parking

**F. Elevation(s)****Sheet Number:** 

- ☐ **Scale** ☐ Label for each elevation
- ☐ **Views from all sides of the building(s)** involved in the project; clearly indicate all existing, demolished and proposed new work
- ☐ **Grades:** both existing and finished
- ☐ **Heights** of building(s) and structures involved in the project (SBMC 28.04.100)
- ☐ **Exterior materials proposals**
- ☐ Changes in color or lighting are required for initial submittal only if this is the main project proposal, otherwise, these items do not need to be submitted until the final review.
- ☐ For complicated grading proposals only: cross-section drawings of land areas being cut or filled.
- ☐ Solar Ordinance compliance for residential dev. in res. zones (Ch. 28.11) (if applicable)

**G. Floor Plan(s)****Sheet Number:** 

- ☐ **Scale**
- ☐ Label all rooms ☐ Label each level when multiple levels apply
- ☐ **Existing and proposed floor plans** of involved buildings, showing access, window(s), door(s); be sure to **clearly indicate what is being removed, replaced and/or altered** with key or labels.

Please sign and date this sheet to acknowledge that you have provided all of the required information listed above. Application processing may be halted if an incomplete submittal is received.

Signature (Applicant or Agent)

Date

H:\Group Folders\PLAN\Handouts\Official Handouts\Design Review\Design Review Applicant Submittal Checklists.doc

Revised November 17, 2010